

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
September 26, 2011

1. Deputy Director Glenn Gillespie convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from August 3, 2011
 - c. Training and Exercise Subcommittee Meeting Minutes from September 1, 2011
 - d. State Preparedness Report Briefing to the DHSTPWG
 - e. Delaware Information Bulletin 26 (SHSP Sub-grant Monthly Reporting)
 - f. Delaware Information Bulletin 27 (Life Cycle Management)
 - g. Grant Program Directorate Information Bulletin 370 (FY2011 Grant Program Allocation Announcement)
 - h. Grant Program Directorate Information Bulletin 371 (Streamlined submission of EHP Review Packets and Narrow banding EHP Requirement)
 - i. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation (DHSTPWG) Summary
 - j. DHSTPWG Meeting Minutes from July 18, 2011
2. July 18, 2011 minutes were reviewed and approved. (**Motion: Major Monroe Hudson; Second: Mayor Carleton Carey – Passed Unanimously.**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Interoperable Emergency Communications Grant Update – Beth Moran, a newly assigned planner, is transiting to the position of DEMA’s point of contact for the Interoperable Emergency Communications Grant.
 - b. **Subcommittee Reports**
 - 1) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Bryant Baker brief on the status of progress made: The Responder Identification System hardware and software was received and turned over to the vendor to prepare for project implementation. DTI is in the process of configuring a wealth of data to transport from DelDOT system into the RMAT system. It was noted that agencies will become more involved as the project moves into agency specify data collection.
 - 2) Training and Exercise –Subcommittee meetings was held on August 3, 2011 and September 1, 2011 at the Delaware State Fire School in Dover. Minutes of the meetings were provided to the Working Group. The following training requests were approved at the meeting on the 3rd: Advanced Tactical Explosive Breaching Certification (\$1,605.00), Threat Management Unit Conference (\$1,439.00), Annual N.T.O.A Conference (\$10,431.00), Tactical Medic Training (\$6,783.75), National Evacuation Conference (\$3,418.00), and Tuition for Certificate Terrorism Studies

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Course (\$2,878.00). Training requests approved at the meeting on the 1st follow. Tactical Medicine Course Module C (\$4,358.00), International Association of Emergency Managers Conference (\$2,736.78), Emergency Preparedness & Hazmat Response Conference (\$1,523.10), EPA Region III Hazmat Conference (\$3,821.00). The next meeting will be held on October 5, 2011—Fire School, Dover @ 8:30 a.m.

c. **Equipment Procurement Progress (FY2006 – FY2010)**

1) Jen Dittman brief that she had a meeting with Government Support Services to enhance procurement. DEMA will attempt to purchase items that are not on contract and that are above \$25,000 through GSA procurement before developing a contract. Regarding FY2007, planner will be working with disciplines to accomplish project prior to the grant close out (12/31/11).

4. **New Business:**

- a. **Threat Briefing (DIAC)** -- Historically, terrorist groups sought to product catastrophic attacks that required extensive planning. Typically the targets were commercial aviation, ships and buildings having some sort of significant. Presently, the trend is decentralized groups attempting smaller coordinated attacks. Also, Cyber terrorism to disrupt vital infrastructure is presently a threat. Trip Wires have been successful in mitigating attacks from small groups and lone wolves. Like “See something say something” Trip Wire contributes to prevention. Trip Wire is an outreach to industries to report out of the normal suspicious activities.
- b. **State Preparedness Report (SPR)** – Jennifer Dittman attended a SPR Workshop from the 21st to 23rd of September 2011. The SPR must be submitted to FEMA by December 31, 2011. However, DEMA’s goal is to submit the SPR prior to Thanksgiving so the information can be used in informing FY2012 funding decisions. The SPR allows Delaware to focus on preparedness as it related to hazards/threats that are specific to Delaware. The SPR tool is scheduled to be sent to States in the first week of October 2011. DEMA will schedule interviews to inform, to discuss, and to complete the report.
- c. **Homeland Security Grant Program**– The Working Group held discussion on the need to develop a methodology towards determine what capabilities to support in the light of reduced funding anticipated over future grant years. Kurt Reuther brief to anticipate a 41% cut in Homeland Security Grant Program funding. With regards to the Draft Homeland Security Strategy, he noted that it is being designed to focus on all hazards-- natural hazards, technical hazards, and terrorism. Homeland Security Grant Program funding is the primary tool to address capabilities that protect against terrorism. Jen Dittman noted that the FY2012 Homeland Security Grant Program guidance will essentially be the say as the FY2011 guidance. DHS has the intent of developing future guidance to cover several grant periods.

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- d. **Funding Reallocation** – Jennifer Dittman: The following reallocation was presented and approved. (**Motion: Robert Newnam; Second: Dave Carpenter - Passed Unanimously**)

1) **FY09, SHSP, Investment 3** - Health Care request reallocation of \$30,000.00 from BID 3344 (PPE Replenishment) to establish a new budget line for preparedness related training.

- e. **DHSTPWG Chairman Comments**—Deputy Director Glenn Gillespie noted that Director Jamie Turner extends his regret about not being able to attend the meeting. The Director is expecting a decision on a methodology for determining what to fund in future grant years. Working Group members should submit methodologies to DEMA for consideration at the next meeting.

5. The meeting adjourned at 3:22 p.m.

6. **Next Meeting— the next meeting is scheduled for October 17, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Glenn Gillespie	Chairman
Brian Malloy	DE National Guard
Joe Leonetti	DE Volunteer Firefighter's Association
Monroe Hudson	Delaware State Police
Harvey Velott	Delaware Police Chiefs
Carleton Carey	Delaware League of Local Governments
Robert Newnam	Delaware Fire Service
Absent	Council on Police Training
David Carpenter	NCC Emergency Management
Colin Faulkner	KC Emergency Management
Absent	Wilmington Emergency Management
Charles Stevenson	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Nicole Quinn	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Roberts David	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Department of Safety and Homeland Security
Thomas Ellis	Department of Justice
James Wright	Courts
Pete Sawyer	Delaware State Police
William Crotty	Delaware State Police
Bryant Baker	Department of Technology & Information
Earle Dempsey	Department of Technology & Information
Eric Huovinen	SC Emergency Medical Services
Joe Wessels	Delaware League of Local Governments
Mike Chionchio	Office of the State Fire Marshal
Delaware Emergency Management Agency Staff	
Jennifer Dittman	Terrorism Preparedness Supervisor
James Cubbage	NIMS/IMT Coordinator
Courtney Emerson	Planner
Beth Moran	Planner
Will Hayes	Planner
David Johnson	Technical Assistance Coordinator
LaRissa Guess	Technical Assistance Coordinator